

**Phoenix Program  
Process Definition – Purchasing Module**

Process	<b><i>Process Addenda to RFQ's</i></b>
Process Number	<b><i>PO – 029</i></b> Revised 3/31/99, Latest Revision 8/30/00

***Description of Process***

This process is used to create and print addenda to RFQ's

***Input to Process***

RFQ header comments

***Output of Process***

Printed Addenda Form

***Service Level Agreement Required? (if yes, provide a brief description)***

--

***PeopleSoft Panel Groups being Used***

Function	Panel Group
Create Addenda Comments	Request Quote
Print Addenda	RFQ Form

## Phoenix Program Process Definition – Purchasing Module

### ***Business Process Description***

<b>Process Description</b>	<b>Responsibility (Agency/Centralized)</b>
Step 1: Buyer has determined that an addendum needs to be distributed for a dispatched RFQ.	Buyer
Step 2: Navigate to Manage Request for Quotes Menu (Go, Administer Procurement, Manage Request for Quotes).	Buyer
Step 3: Navigate to the RFQ Header panel (Use, Request Quote, Header, Update/Display). Key appropriate Business Unit and RFQ ID and click OK.	Buyer
Step 4: Enters addendum information in the Header Comments field. If comment(s) already exist, place cursor in the comment field and click the "Insert Row" icon for the new addendum comment. Be sure to scroll through all comments to see if previous "Addenda" comments exist, so that you can number your new addenda correctly.  If other addenda comments exist, you can turn off the "Send to Vendor" flag if you only want to print the current addenda, or leave it on if you want to cumulatively print all addenda.  In the new comment field, key the addendum information similar to the following: "(Current Date), Addendum 1: This is the text to addenda one."  Be sure to check the "Send to Vendor" and the "Addenda" checkboxes.  Save the panel.	Buyer
Step 5: Navigate to the RFQ Form panel to dispatch addendum (Report, RFQ Form, Update/Display).  Enter the Business Unit, the RFQ ID and, if only the addenda information is needed to print, check the "Print Addenda Only" checkbox. If wanting to re-print entire RFQ inclusive of addenda comment, do not check the "Print Addenda Only" checkbox.  Click the "Save" icon, then "Run" icon to display the Process Scheduler Request and dispatch the addenda.	Buyer
Step 6: Forward to support personnel for distribution.	Buyer
Step 7: Make copies as necessary. Return copy to buyer for file and mail original addenda to vendors.	Support Personnel

### ***Forms Used with Process (#)***

\*\*Attach sample form(s)

**Phoenix Program  
Process Definition – Purchasing Module**

***Process Flow Diagram (if appropriate):***



**Process Signoff**

Tested By  
Date Tested